

MORALE, WELFARE & RECREATION DEPARTMENT
JOB VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: MWR-07-0035

OPENING DATE: 12 JUNE 07

CLOSING DATE: 21 JUNE 07

CENTRAL CASHIER

NF-0530-02

REGULAR PART-TIME POSITION (US CIVILIAN)

SALARY: US\$8.39 - US\$17.01 PER HOUR

AREA OF CONSIDERATION AND WHO MAY APPLY:

COMMAND SPONSORED DEPENDENT/SPOUSE WITH VALID ID

All qualified applicants will receive employment consideration without regard to race, sex, age, color, religion, national origin, marital status, or any non-merit factors.

BRIEF DUTIES: Performs primarily as Central Cashier for MWR. Works closely with the Club Manager and Accounting staff to ensure that daily sales and receipts are properly recorded, balanced and deposited. Verifies and consolidates Daily Activity Reports (DAR's) which includes receiving and verifying daily cash receipts and comparing with cash register readings or daily sales summary report. Investigate any discrepancies on the Dar's and report to the attention of the Club Manager and the MWR Accounting Office. Makes trips to the banking facility to deposit and obtain currency or change. Responsible for keeping of record of deposit bags issued and number of keys. Performs routine inspection and responsible for minor maintenance of slot machines, change machines and coin counters to ensure that all equipment are clean and operating properly. Coordinate and assist in the slot verification and replenishing of change funds. Maintains correspondence files for the activity. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: A good knowledge of full range of basic cash processing procedures. The incumbent must be proficient in math, i.e. addition, subtraction, multiplication and division and perform the duties without close supervision. Must have thorough knowledge of records control system. Must be able to operate office and club machines such as a calculator, typewriter, adding machine, cash register and computer (Word/Excel). Must be able to communicate effectively in English both orally and in writing with customer and fellow workers.

HOW TO APPLY: Please refer to <https://www.nrccsq.navy.mil> (click on Quick Access for Job Seekers). Submit detailed resume in accordance with OF510 or OF612, Application for Federal Employment. Please complete and submit the Application for Federal Employment and provide a copy of military/civilian ID card to show proof of command sponsorship by **Thursday, 21 June 2007 to Ms. Gillian Ang, Human Resources, MWR Department, NRC Singapore, PSC 470 Box 2100, FPO AP 96534**. Email applications will NOT be considered.

AN EQUAL OPPORTUNITY EMPLOYER